DA 281-2   State of Kansas – Department of Administration
Rev. 1-86   DIVISION OF PERSONNEL SERVICES

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION   ☐ EXISTING POSITION

Agency Number: 046

PART 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name KANSAS DEPARTMENT OF AGRICULTURE	9. Position No. K0062485 · 10. Budget Program Number
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Database Administrator III
3. Division Administration	12. Proposed Class Title Database Administrator

Position Number:

	For Use By Personnel Office	
4. Section IRT		13. Allocation
5. Unit Programmers		14. Effective Date
6. Location (address where employee works) City: TOPEKA County: SHAWNEE		15. By Approved
7. (Circle appropriate time) Full time Permanent Inter. Part time Temporary 100%		16. Audit Date: By: Date: By:
8. Regular hours of work: (circle appropriate time) FROM: 7:30 AM TO: 4:00 PM		17. Audit Date: By: Date: By:

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	**Title**	**Position Number**
Todd Reinert	IS Manager I	K0049764

Who evaluates the work of an incumbent in this position?

Name	**Title**	**Position Number**
Todd Reinert	IS Manager I	K0049764

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee is given much latitude in completing the work. Instructions are usually verbal and conceptual in nature with the expectation that the employee complete a finished product that meets the needs of the agency or program.

21. Describe the work of this position <u>using this page or one additional page only</u>. (Use the following format for describing job duties:)

What is the action being done (use and action verb); to **whom or** what is the action directed (object of action): **why** is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? What is it reviewed for?

Number Each Task and Indicate Percent of Time	This is an advanced-level position that develops, creates and modifies computer applications, software and specialized utility programs. It analyzes program needs and develops or customizes software to meet those needs. This position is required to provide database administration for current Oracle, Access and SQL Server databases. Additionally, this position provides necessary planning, design, development, testing, and technical support for the agency in database development.
1) 20%	Write software code to develop, create, modify or correct agency software applications. This includes coding, testing, debugging, maintaining and documenting software. Maintains and programs the enterprise databases in the agency. (Registration Enforcement and Compliance System (RECS) database; Water Rights Information System (WRIS) database; Water Structures Inventory (WSI) database; Cost Share Information and Management System (CCMS) database) Maintain and support the test environment for the Oracle databases. Manage the WRIS snapshot database (WRSNP).
2) 20%	Program and maintain SQL Server databases in SQL Server 2000 through 2008. These databases server as the backend to custom and out of the box software solutions and KDA custom developed applications. (WinWam Questionnaire inspection system, Document Imaging, Helpdesk system) Manage SQL Server user accounts.
3) 15%	Manage the ArcGIS application server, ArcSDE and the KDASDE database. Configure application server and manage user accounts. Create ArcSDE objects to support on-line ArcGIS web services and web applications. Configure ArcMap desktop application installations to facilitate connection to the application server for the use of custom toolbars and ArcMap add-ons. Monitor server performance to identify and resolve issues as they arise. Design and implement the database schema objects required to support ArcGIS web applications and web services.
4) 10%	Management and recovery: Gather metrics on database, replication and interface performance. Evaluate metrics, make recommendations and implement solutions to improve performance of database applications. Perform and Manage all aspects of database backup, testing, replication, recovery and contingency planning.
5) 5%	Manage Oracle Replication to the WRP1_REP database. Configure client machines to allow connection to this database, including desktop support for custom applications using this database.
6) 5%	Manage the Oracle Internet Application Server (iAS) to support the RECS, WRIS and WSI applications. Make configuration changes as needed. Configure client machines to ensure that applications run in the current desktop environment. Evaluate and resolve client and server issues as needed.
7) 5%	Develop, implement and maintain data transfers into and out of the agency from the RECS, WRIS and WSI systems to support on-line application renewals, laboratory analysis and the submission of pesticide labels and other agency needs. These transfers consist of flat file FTP transfers, and custom web services. Manage the Oracle J2EE application server running these web services.
8) 5%	Maintain and program the RP6I database, which serves as the repository for Oracle Designer tools. Manage database user accounts. Configure desktop installations of Oracle Designer tools.
9) 5%	Consults with program staff to analyze software needs through meetings and detailing the software solutions through documentation, workflow charts, system specifications and other methods. Monitor and set guidelines for vendors and agency for development and maintenance of KDA databases.

10) 10%	Performs other duties as assigned.
	    Assist in administration and development within the Footprints system.
	    Assist in administering the TurboMeeting system.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised <u>directly</u> by employee on this position.

Title   **Position Number**

23. Which statement best describes the results of error in action or decision of this employee?
( ) Minimal property damage, minor injury, minor disruption of the flow of work.
( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

The agency is dependent upon its licensing and inspection technology. System failure will result in the agency being unable to complete its licensing and inspection business.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Constant contact with vendors and other technical employees and end users. Contact with other state or local government entities.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Standard radiation hazards from video screens. Electrical shock hazard while in maintenance operations of computer and telecommunications equipment. Lifting of heavy objects.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily telephone, calculator, computer, and other office equipment.

PART II - To be completed by department head, personnel office or supervisor of the position.

27. List in the spaces below the <u>minimum</u> amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Limited independent work experience in applications programming, system analysis/database design. Additionally, knowledge of software/hardware used to enter, manipulate and retrieve electronic data.

Education or Training – Special or Professional

Four years of programming/computer science.

Three years of work experience as a Database Administrator and/or Programmer Analyst in lieu of the two years of formal education.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Use of MS SQL Server administration tools, T-SQL, Oracle case tools: Designer, PL/SQL, Enterprise Manager.   Knowledge of ArcGIS Sever and ArcSDE.

Experience – Length in years and kind

28. SPECIAL QUALIFICATIONS
State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

_____   _____
Signature of Employee   Date   Signature of Personnel Official   Date

_____   _____
Signature of Supervisor   Date   Signature of Agency Head or   Date
                                                              Appointing Authority